

#### STATE OF WASHINGTON

#### OFFICE OF FINANCIAL MANAGEMENT

*Insurance Building, PO Box 43113* • *Olympia, Washington 98504-3113* • *(360) 902-0555* 

October 15, 2003

**TO:** Agency Budget Officers

**FROM:** Candace Espeseth, Assistant Director

Budget Division

SUBJECT: REPORT ON SAVINGS INCENTIVE ACCOUNT EXPENDITURES IN

**FISCAL YEAR 2003** 

Now that Phase 3 accounting for Fiscal Year 2003 has closed, OFM is requesting agencies with Savings Incentive allocations to report how they used those allocations. For those agencies that had Savings Incentive allocations but did not spend anything in FY 2003, we are requesting that you report back to us as to how the existence of the Savings Incentive Program affected your agency's year-end spending patterns. We will use this information to prepare the required annual report to the Legislature regarding agencies use of the Savings Incentive Account (SIA) allocations.

The SIA was created in 1997 to encourage efficient use of state funds by allowing agencies to use eligible portions of each fiscal year's unspent General Fund (GF-S) appropriation to improve services to their customers. This annual report, required by Chapter 261, Laws of 1997, identifies how Savings Incentive Account funds were spent, and how the implementation of the Savings Incentive Program affected year-end spending patterns. Because accounting data does not provide sufficient detail on the exact nature of SIA expenditures, we need agency assistance for these explanations.

Included with this e-mail message is a Word file that shows the dollar amount that was spent by your agency in Fiscal Year 2003 as of OFM Phase 3 accounting close, and a SIA form in Word that will provide the information necessary to compile a statewide report.

### For agencies\* that have spent SIA funds in Fiscal Year 2003:

Please complete the entire form and email the completed word processing document to Linda Hamilton at <a href="linda.hamilton@ofm.wa.gov">linda.hamilton@ofm.wa.gov</a> by Friday, October 31, 2003. Although we would prefer this information be returned in file form (either Word or WordPerfect), you can transmit a paper document if that is the most practical option you have. Please contact Linda Hamilton at 902-0536 if you have difficulty accessing any files.

Agency Budget Officers October 15, 2003 Page 2

# For all other agencies\*\* that received General Fund-State appropriations in Fiscal Year 2003:

Please use the same form and transmittal method as described above, but respond only to the last question concerning any changes in your end-of-fiscal period spending patterns.

\*Agencies that spent SIA in FY 2003: House of Representatives, Senate, Joint Legislative Audit and Review Committee, Supreme Court, State Law Library, Court of Appeals, Office of the Secretary of State, Governor's Office of Indian Affairs, Commission on Asian Pacific American Affairs, Office of Attorney General, Community, Trade, and Economic Development, Department of Revenue, Board of Tax Appeals, Department of General Administration, Department of Licensing, Military Department, Indeterminate Sentence Review Board, Public Employment Relations Commission, Department of Social and Health Services, Department of Corrections, Higher Education Coordinating Board, Superintendent of Public Instruction, Western Washington University, Department of Ecology, Growth Management Hearings Board, Department of Agriculture, and Community/Technical College System

\*\* All other agencies that received General Fund-State appropriations in FY 2003:

Legislation Evaluation and Accountability Program Committee, Joint Legislative Systems Committee, Statute Law Committee, Commission On Judicial Conduct, Office of Public Defense, Office of the Governor, Office of Lieutenant Governor, Public Disclosure Commission, Redistricting Commission, Office of State Auditor, Commission on Salaries Elected Officials, Caseload Forecast Council, Economic & Revenue Forecast Council, Office of Financial Management, Commission On Hispanic Affairs, Commission on African-American Affairs, Human Rights Commission, Department of Revenue, Liquor Control Board, Washington State Patrol, Department of Labor and Industries, Home Care Quality Authority, Department of Health, Department of Veterans Affairs, Dept of Services for the Blind, Sentencing Guidelines Commission, State School for the Blind, State School for the Deaf, Work Force Train & Education Coordinating Board, University of Washington, Washington State University, Eastern Washington University, Central Washington University, The Evergreen State College, Spokane Intercollegiate R&T Institute, Washington State Arts Commission, Washington State Historical Society, East Wash State Historical Society, Columbia River Gorge Commission, State Parks and Recreation Commission, Interagency Commission for Outdoor Recreation, Environmental Hearings Office, State Conservation Commission, Department of Fish and Wildlife, Department of Natural Resources, Employment Security Department

## **Savings Incentive Account Expenditures for Fiscal Year 2003**

Agency	Actual FY 2003 Spending
012 Senate	109,864
014 Joint Legislative Audit & Review Committee	35,211
045 Supreme Court	74,479
046 State Law Library	817
048 Court of Appeals	2,837
085 Secretary of State	12,864
086 Governor's Office of Indian Affairs	5,541
087 Commission on Asian-Pacific American Affairs	1,253
100 Office of Attorney General	202,072
103 Community, Trade, and Economic Development	2,325
140 Department of Revenue	727,488
142 Board of Tax Appeals	2,107
150 Department of General Administration	5,419
240 Department of Licensing	117,785
245 Military Department	329
250 Indeterminate Sentence Review Board	14,654
275 Public Employment Relations Committee	22,688
300 Department of Social and Health Services	45,000
343 Higher Education Coordinating Board	190,450
350 Superintendent of Public Instruction	184
380 Western Washington University	7,916
461 Department of Ecology	210,327
476 Growth Hearings Management Board	33,356
495 Department of Agriculture	2,365
699 Community/Technical College System	41,754
Savings Incentive Account FY 2003 Total Expenditures *	1,687,337

<sup>\*</sup> Two agencies not reflected on this list made Savings Incentive purchases in Fiscal Year 2002, and reversed the entries in Fiscal Year 2003, resulting in a lowering of the statewide spending level for the Savings Incentive Account for Fiscal Year 2003. The total indicated here includes those two negative amounts, but they are not included in the agency listing.